

**BY ORDER OF THE COMMANDER
AIR FORCE GLOBAL STRIKE COMMAND**

AIR FORCE INSTRUCTION 10-503



**AIR FORCE GLOBAL STRIKE COMMAND
SUPPLEMENT**

**1 JANUARY 2010
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Operations**

BASE UNIT BEDDOWN PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Mark A. Erickson)

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-503, *Base Unit Beddown Program*, 29 May 2003. This supplement describes AFGSC's procedures for use in conjunction with the basic AFI. It applies to Headquarters Air Force Global Strike Command (AFGSC), its personnel, resources, and subordinate units. Reference AFI10-501_AFGSCSUP, *Program Action Directives (PAD) and Programming Plans (PPlan)*, for guidance regarding strategic basing actions that may require a PPlan and/or Site Action Task Force (SATAF). This supplement applies to the Air National Guard when published in the ANG On-Line Master Catalog. It does not apply to Air Force Reserve Command (AFRC) units and members.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

1.2.2. The Directorate of Plans and Programs and Requirements, Strategic Plans and Programming Division, Bases and Units Branch (HQ AFGSC/A8XB), is responsible for managing site survey requests, managing and leading the site survey process, and managing the PPlan development and implementation process, to include associated SATAF support (see AFI10-501_AFGSCSUP, *Program Directives (PAD) and Programming Plans (PPlan)*). Since most basing initiatives cross functional lines and require coordinated staff action, AFGSC unit

commanders and headquarters staff agencies will inform HQ AFGSC/A8XB of planned mission changes or relocations affecting AFGSC.

2.1. Site Survey Request Procedures and Format. Contact HQ AFGSC/A8XB for all requests to relocate existing AFGSC units, beddown new AFGSC units, or locate non-AFGSC units on AFGSC installations. Specific procedures for intra-AFGSC and non-AFGSC requests are as follows:

2.1.3. (Added) Intra-AFGSC Requests:

2.1.3.1. (Added) Headquarters staff agencies will forward all intra-AFGSC site survey requests to HQ AFGSC/A8XB (for e-mail use AFGSCA8Xworkflow@barksdale.af.mil). These requests must come from an A8XB equivalent office or higher.

2.1.3.2. (Added) On receipt of a site survey request, HQ AFGSC/A8XB will initiate coordination to gain approval for the survey. HQ AFGSC/A8XB is responsible for appropriate headquarters agencies being included in the coordination.

2.1.3.3. (Added) After the survey is approved, HQ AFGSC/A8XB will work with the requesting agency to conduct the survey. HQ AFGSC/A8XB will provide the survey team chief, publish the survey report, and coordinate any subsequent beddown requests according to paragraph 3 of AFI10-503.

2.1.4. (Added) Non-AFGSC Requests:

2.1.4.1. (Added) AFGSC units and headquarters staff agencies will forward requests from non-AFGSC agencies to locate on, or for survey of, AFGSC installations to HQ AFGSC/A8XB. Requests should contain information shown in **Attachment 5**.

2.1.4.1.1. Prior to the site survey, the proposed gaining installation will review the information submitted by the proponent in the unit beddown application (**Attachment 5**) and identify siting alternatives which appear to meet proponent requirements and are compatible with the base comprehensive plan. These alternatives will be presented and evaluated during the site survey and siting recommendations will be documented in the site survey report.

2.1.4.2. (Added) Unit commanders and headquarters agencies are not restricted from making contact with non-AFGSC agencies as part of the survey planning process. AFGSC units hosting planning teams will inform HQ AFGSC/A8XB of the planning visit results.

3.3.1. (Added) Beddown Planning. After beddown approval is received, HQ AFGSC/A8XB will coordinate beddown planning to include PPlan preparation and SATAF meetings as follows:

3.3.1.1. (Added) Programming Plans (PPlan). The AFGSC supplement to AFI 10-501 contains information concerning AFGSC PPlan preparation.

3.3.1.2. (Added) Site Action Task Force (SATAF):

3.3.1.2.1. (Added) A SATAF will be conducted to identify the actions and tasks required to transfer, beddown, and operate. The SATAF is conducted prior to PPlan publication. The SATAF will produce a compilation of the tasks, OPRs, estimated completion dates, and pertinent comments that will support PPlan implementation. Additionally, the SATAF will attempt to identify all costs associated with the transfer, beddown, and operation of the program.

3.3.1.2.2. (Added) HQ AFGSC/A8XB will provide the AFGSC SATAF team chief.

3.3.1.2.3. (Added) The SATAF is composed of personnel from HQ AFGSC, other MAJCOMs, outside agencies, and affected base-level agencies. The SATAF may be subdivided into groups or teams with designated team chiefs. The team chiefs will work with their teams and interact with other teams to identify the action items and tasks that are needed to achieve the goal of the PPlan. AFI10-501_AFGSCSUP contains additional information concerning SATAFs.

Attachment 1 (Added)
GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

ACCI 10-550, *Development and Implementation of Programming Plans and Programming Messages*

AFI 10-503_AFSPCSUP, *Base Unit Beddown Program*, 1 January 2010

AFI 10-501_AFGSCSUP, *Program Action Directives (PAD) and Programming Plans (PPLAN)*

AFMAN33-363, *Management of Records*

Abbreviations and Acronyms

AFI -- Air Force Instruction

AFGSC -- Air Force Global Strike Command's

AFRC -- Air Force Reserve Command

ANG -- Air National Guard

MAJCOM -- Major Command

OPR -- Office of Primary Responsibility

PAD -- Program Action Directive

PPlan -- Programming Plans

RDS -- Air Force Records Disposition Schedule

SATAF -- Site Action Task Force

Attachment 5 (Added)
FORMAT FOR AN AFGSC INSTALLATION TENANT UNIT BEDDOWN
APPLICATION (DATA COLLECTION SHEET)

NOTE: Attach additional information sheets if necessary.

RETURN APPLICATION TO: HQ AFGSC/A8XB 245 E. Davis Ave, Ste 001 Barksdale AFB LA 71110
1. Organization or unit making request:
2. Organization or unit to be bedded down: Mission:
3. Point of contact for further information: a. Organization/office symbol: b. Address: c. Name and Grade: d. DSN/Commercial Voice and FAX telephone numbers: e. E-mail address (if available):
4. AFGSC installation requested as host:
5. Justification for request:
6. Proposed site survey dates/duration:
7. Site survey team composition: a. Name and grade of senior team member: b. Team size:
8. Support needed for the site survey team (for example: billeting, transportation, etc.):
9. Projected relocation cost: Funding source: Year: Recurring: MILCON:
10. When do you want to move this unit to this AFGSC installation? Do you already have a unit/operation at this installation?
11. When do you anticipate this unit move to be: a. Initiated: b. Completed:
12. Number of manpower authorizations your unit/organization will move: a. Officers: b. Enlisted: c. Civilian:
13. Known base operating support (BOS) tail:
14. Gross square footage needed to support this unit: a. Administrative space: b. Dormitory space: Permanent party: TDY:

- c. Storage: Open: Warehouse:
 - d. Special-use space (for example: auditorium, firing range, high bay, etc.):
 - e. Land Area (in addition to above such as required to site a large antenna):
15. Communication-computer requirements:
 16. Security requirements for communication: Yes No
If yes, specify:
 17. Security requirements for facilities: Yes No
If yes, specify:
 18. Electrical requirements:
 19. Contract or contractor requirements: Do you have contractor support for which facilities and other support must be provided by the host installation? Specify:
 20. Maintenance and other services required from the host installation:
 21. Medical support requirements:
 22. Is any aviation infrastructure support needed (for example: POL, tower, approaches, WX, command post, munitions range)? Yes No
 23. Transportation requirements:
 24. Provide information on the proposed action which can be used to evaluate possible environmental impacts or information regarding generally know impacts:
 25. Radio Frequency (RF), laser, or other emissions:
 26. Hazardous or explosive materials/equipment/operations:

JEFFRY F. SMITH
Brigadier General, USAF
Director of Plans, Programs
and Requirements